



WATERFIELD PRIMARY SCHOOL
SECTION D TCT H&S POLICY
Health & Safety Policy School Specific
Lockdown Procedure 2022-23



The Collegiate Trust
Exceptional Education for All



Waterfield Lockdown Procedure 2021-22

Lockdown is a procedure when there is risk either inside or outside of the school building. The safest course of action is for staff and children to remain inside the school until the site is secured and the risk can be removed/reduced.

1. Alarm will be given through the computer system – Stating ‘Lockdown’
2. Teachers will open their doors and sound their AIR HORN THREE TIMES. Air Horns are located above or around doors and secured out of the reach of children.
3. Master Horns will be sounded from key locations:

Business Centre, NEST Fire Door, 4LG & 6KC

4. Children and staff will:
 - Gather out of sight line from windows and doors in the classroom – this could be at a muster point or under tables. CLASS MUSTER POINTS TO BE DISCUSSED WITH CHILDREN UPON TERMLY INDUCTION TO CLASSROOMS (with half-termly reminders prior to drills)
 - Teacher will pull blinds and where possible lock all internal and external doors.
 - Teacher will turn off the lights.
5. The building will be checked by Premises Staff or Senior Staff.
6. Upon the site being deemed ‘safe’ a message of ‘School Safe’ will be sent to computers.
7. Senior Staff will then knock on doors three time stating ‘School Safe’ enabling classes to resume normal activities.

In the event of teachers being in communal areas please follow these instructions:

- **In the Hall** – Please move children to The Nest.
- **In the Tech Hub** – Please remain in the Tech Hub.
- **In the Library/Information Centre** – Please move children round into the Medical Room & Principal’s Office.
- **In the Studio** – Please remain in the Studio
- If a class is having PE on the playgrounds they should proceed immediately into the Upper School and gather in a classroom there.
- Kitchen Staff – To remain in Kitchen – locking doors, pulling blinds and sitting on floor – The kitchen will be notified by hearing the AIR HORNS.

During Lockdown

Central Office Staff/ SLT in Business Centre will notify the Police if appropriate and liaise with outside support agencies as required.

If possible and safe to do so an additional telephone/radio message will be sent to: Kitchen, Art Studio and any other outlying area of the school.

A School Ping will be sent to parents (if safe for staff to do so) – Reporting:

“Waterfield is experiencing an incident requiring our ‘Lockdown Procedure’.

Please do not come to Waterfield Primary School until you are notified it is safe to do so.

We are following our procedures to keep everyone safe and well inside the school building.

We will update you in due course and thank you for your support.

More details of this process are attached in the PDF – this letter was sent to explain the process in the event of an incident of this nature.

THIS IS NOT A DRILL - PLEASE REMAIN CALM AND DO NOT COME TO SCHOOL OR CONTACT SCHOOL VIA OUR PHONELINES.

WE WILL UPDATE YOU WITH AN “ALL SAFE AND CLEAR MESSAGE” AS SOON AS POSSIBLE – AWAIT FURTHER INSTRUCTION.”

A copy of the Annex 1 letter will be attached as reminder.

During a planned Drill

Premises Manager will check the buildings highlighting where procedure has been followed and where improvements will be required.

Planned drills will involve the education of children surrounding the process prior to the drill.

The actual timing of a LOCKDOWN Drill may be announced or unannounced.

Annex 1 - Sample letter to parents/carers,

Dear Parents and Carers,

Re: Emergency Lockdown Procedure

Our primary aim as a school is the safety and wellbeing of our pupils, to support us in achieving this we have many policies in place, including how we would respond to a potential incident either in the community or directly affecting the school.

One of these policies is our “Lockdown” procedure, the aim of this policy is to support our staff in safeguarding our pupils from a variety of potential hazards that may arise, these include:

- A reported incident, disturbance in the local community;
- An intruder on the site;
- A warning being received regarding a local risk of air pollution (Smoke plume, gas cloud etc.);
- A major fire in the vicinity of the school;
- The close proximity of a dangerous dog.

Our procedure aims to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

In the event of an emergency that requires the school to be locked down the following actions may be taken, please note this is not an exhaustive list and is being provided as a summary only, exact actions will be dependent on the incident:

- Staff will ensure all pupils are inside the school building and lock any outside doors and close any windows that may be open;
- If pupils are outside, staff will bring them back into their classrooms;
- A register will be taken and any pupil not present will be notified to senior staff who will arrange a search for the missing pupil;
- Site and office staff will ensure all external doors are secured and closed;
- Emergency services will be notified;
- A message will be sent to parents and carers via our SchoolPing system to advise of the emergency.
- Pupils will not be released from school until the all clear is given;
- **Parents/Carers MUST NOT try to contact the school or come to the school until the all clear has been given. This can both block essential routes of communications and hamper the emergency services.**

We will shortly be carrying out an emergency drill with the staff and pupils to ensure that everyone is clear on what they have to do.

In the unlikely event that we have to put this process into action we need to ensure that parents are aware of the arrangements, as outlined above.